

## State Water Resources Control Board

### EXAMINATION APPLICATION FOR WASTEWATER TREATMENT PLANT OPERATOR

### **USE THIS FORM ONLY FOR EXAMINATION APPLICATIONS**

#### I. APPLICANT INFORMATION:

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Check box if your address has changed.

Telephone: Cell: (\_\_\_\_\_) \_\_\_\_\_

Telephone: Home: (\_\_\_\_\_) \_\_\_\_\_

Last four digits of your Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

☐ Check box to receive public notices from the Operator Certification Program.

Are you presently a certified Wastewater Treatment Plant Operator in California? ☐ YES ☐ NO

If YES, Grade: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer Telephone: (\_\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

#### II. EXAMINATION GRADE AND FEES:

(Check appropriate box)

GRADE I	GRADE II	GRADE III	GRADE IV	GRADE V
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$140	\$180	\$350	\$440	\$440

(With the exception of certain examination fees, fees are non-refundable. Please see instructions for more information.)

#### OFFICE USE ONLY:

Examination Date: \_\_\_\_\_

Approved /Denied for grade: \_\_\_\_\_

Total educational points : \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

**III. EDUCATION:** (Unless previously provided to the Office of Operator Certification (OOC), you must attach documents verifying your education. Please see instructions for more information.)

Did you graduate from High School? ☐ Yes ☐ No

If not, do you possess a GED or equivalent? ☐ Yes ☐ No

University or College-name and location, business, correspondence, trade or service school	Course of Study/Major	Units Completed		Diploma, Degree, or certificate obtained (include date earned)
		Semester	Quarter	

Training Course(s):

Licenses/Certificates:

**IV. SIGNATURE OF APPLICANT**

As the undersigned applicant, I hereby certify that all facts and statements set forth as part of this examination application are true and correct to the best of my knowledge and belief. I understand that any omissions or misrepresentations may disqualify me and may result in discipline as well as the imposition of civil liability. I authorize the State Water Resources Control Board to conduct a thorough investigation of my employment and education record and other statements for the purpose of verification of my qualifications for this examination. I acknowledge that with the exception of certain examination fees that are refundable pursuant to California Code of Regulations, title 23, division 3, chapter 26, § 3700, subd. (e), all fees are non-refundable.

Print Name: \_\_\_\_\_ Original Signature:\* \_\_\_\_\_ Date: \_\_\_\_\_

\*PLEASE SIGN IN **BLUE** INK.

IF YOU HAVE A REASONABLE ACCOMODATION REQUEST AND NEED SPECIAL TESTING ARRANGEMENTS, PLEASE EMAIL [OPCERTPROGRAM@WATERBOARDS.CA.GOV](mailto:OPCERTPROGRAM@WATERBOARDS.CA.GOV) OR CALL (916) 341-5819 NO LATER THAN THE FILING DEADLINE DATE. THE OOC WILL CONTACT YOU TO MAKE SPECIFIC ARRANGEMENTS.

## INSTRUCTIONS EXAMINATION APPLICATION

### I. APPLICANT INFORMATION

Provide all of the requested information. Please notify the Office of Operator Certification (OOC) immediately if your contact information changes. The OOC must be able to notify you in case there are any questions regarding your examination application.

Pursuant to the Federal Privacy Act of 1974 (Public Law 93-579), you are hereby notified that it is mandatory to provide the last four digits of your social security number. Failure to provide the requested information will result in denial of your examination application. The social security number will be used by the state solely for the purpose of identifying the applicant. Applicants have the right to inspect records containing personal information maintained by the State Water Resources Control Board.

### II. EXAMINATION GRADES AND FEES

Check the box of the grade level for which you are applying. Attach a check or money order for the appropriate fee made payable to: **"State Water Resources Control Board."** (Please note that except for examination fees that are refundable pursuant to California Code of Regulations, title 23, division 3, chapter 26 (Operator Certification Regulations), § 3700, subd. (e), all fees are non-refundable.)

### III. EDUCATION

**Unless previously provided to the OOC, you must attach documents verifying your education, including:**

- Verification of high school graduation or equivalent;
- Copies of college transcripts, grade cards, or certificates of completion for courses related to wastewater treatment to verify completion of education requirements; and
- Copies of all wastewater treatment, science, or management courses that you have completed. **You only will receive credit for training courses that you have completed. You will not receive credit for courses that you are currently attending or are signed up to attend.** The OOC must review and approve all courses.

**EDUCATIONAL POINTS – [Operator Certification Regulations, § 3685.]**

- (a) Pursuant to the provisions of this article, applicants may be required to obtain educational points to qualify for certification. Operators may receive educational points for completing wastewater treatment courses or science courses as follows:
  - (1) One three-unit semester course completed as part of the curriculum of an accredited college or university is equal to eight educational points. Operators who have completed courses that result in more or less than three units or in quarter units rather than semester units shall be credited with educational points on a prorated basis.
  - (2) One Continuing Education Unit awarded by a professional association or other nonprofit private or public agency is equal to one educational point.
  - (3) For any other course given approval by the Office of Operator Certification, ten classroom hours are equal to one educational point.
- (b) At Grades III, IV, and V, operators may earn up to sixteen educational points for completing management courses. An operator may not earn more than four educational points in each type of management course. Educational points for a management course may be earned as follows:
  - (1) One completed three-unit semester course that is part of the curriculum of an accredited college or university is equal to four educational points. Operators who have completed courses that result in more or less than three units or in quarter units rather than semester units shall be credited with educational points on a prorated basis.
  - (2) Two Continuing Education Units awarded by a professional association or other nonprofit private or public agency are equal to one educational point.
  - (3) For any other course given approval by the Office of Operator Certification, twenty classroom hours are equal to one educational point.
- (c) Applicants may not substitute experience for educational points.

### IV. SIGNATURE OF APPLICANT

The application submitted to the OOC **MUST** include your **ORIGINAL** signature and date in **blue ink**. Please make a copy of your complete application for your files. Mail the original completed application package and fee to:

**State Water Resources Control Board  
Office of Operator Certification  
P.O. Box 944212  
1001 I Street, 17th Floor  
Sacramento, CA 94244-2120**

Direct any questions concerning this application to: (916) 341-5819 Ext. # 2 or [opcertprogram@waterboards.ca.gov](mailto:opcertprogram@waterboards.ca.gov).